

Personnel Administrator/Hiring Manager Quick Reference for New Hires and Rehires

Critical Forms and Processes	Additional Resources	Faculty	Adjunct Faculty, Post-Doctoral Fellow, Graduate Assistant	Hourly (Wage) Worker	Work-Study Student	Student Worker
Express Hire – go to Banner EXPHIRE at www.eservices.vcu.edu/ (click on Banner Forms - INB)	Express Hire & HireRight User Guide	X	X	X	X	X
Criminal Convictions Background Check – go to www.hireright.com	Criminal Conviction Background Check Decentralized Hiring Guidelines Decentralized Fingerprinting Procedures	X	X	X	X	X
Personnel/Position Action Form (PAF)	PAF Reference Guide	X	X	X	X	X
I-9 Form – with copies of documentation stapled to form	VCU I-9 Guidelines USCIS Handbook for Employers	X	X	X	X	X
Federal Tax Withholding Form: W-4		X	X	X	X	X
State Tax Withholding Form: VA-4		X	X	X	X	X
Payroll Direct Deposit Authorization – with voided check or deposit slip stapled to form	Direct Deposit FAQs	X	X	X	X	X
Personal Data Form (PDF)	Criteria for Identifying Other Eligible Veterans	X	X	X	X	X
Child Support Disclosure Form		X	X	X	X	X
Worker's Right-to-Know Statement – send to VCU Office of Environmental Health & Safety at P.O. Box 980112		X	X	X	X	X
Policy Checklist	Decentralized Employment Orientation		X	X	X	X
Employment Contract Letter – signed by faculty member		X				
Application for Employment – use on-line at eJobs@VCU				X	X	X
Reference Check Form – copy should be kept in department selection file, not sent to HR		X	X	X	X	X
Employment Offer Letter for Decentralized Hires – copy should be kept in departmental selection file, not sent to HR	Decentralized Employment Orientation		X	X		
Wage Position Description (WPD) – copy should be kept in departmental selection file, not sent to HR	Process for Hiring Hourly Workers (decentralized and centralized)			X		
Work-Study Approval – attach copy of email confirmation from VCU Financial Aid					X	

NOTES:

- [Click here](#) for new-hire/rehire PA resource card.
- New-hire paperwork for classified staff is coordinated by the HR Generalist.
- Benefit enrollment forms for faculty and classified staff are completed and collected by HR during orientation.